



**Post Date:** June 3, 2014  
**Removal Date:** Open Until Filled

## **CITY OF GAUTIER VACANCY ANNOUNCEMENT**

**POSITION:** Park Attendant (Part-Time)  
**DEPARTMENT:** Economic Development/Planning  
**HOURS:** Part-time (Work hours will vary)  
**HOURLY RATE:** \$7.25 per hour

**DUTIES:** This is mainly clerical work in the operation of a park office under the supervision of the Cultural Services Manager. The incumbent must make camping reservations, collect park fees, explain rules and regulations to park visitors pertaining to park use, points of interest and park facilities in addition to some housekeeping duties. This position requires dealing directly with the general public, employees in this position must be capable of exercising tact and maintaining good public relations with park users under all circumstances.

**MINIMUM QUALIFICATIONS:** Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; have and maintain a valid driver's license; and **MUST** be insurable by the City's insurance company.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from a high school or GED equivalent.

*(Job description with minimum requirements attached.)*

**REQUIRED DOCUMENTS:** Applicant **MUST** provide proof of High School Diploma, GED equivalent, or a valid copy of his/her transcript to verify course work. If applicant is an elector of a county outside of the Jackson County, MS area; proof of voter registration is required. (Please submit with application)

**EXTERNAL APPLICANTS:** Application packets are available at Gautier City Hall located at 3330 Highway 90, Gautier, MS 39553 or download an application online at [www.gautier-ms.gov](http://www.gautier-ms.gov).

XC: City Clerk Department  
Clearwater Solutions, LLC  
Economic Development/Planning Department  
Fire Department (3)  
Human Resources Department  
Police Department  
[www.gautier-ms.gov](http://www.gautier-ms.gov)  
Facebook  
Twitter

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

## **PARK ATTENDANT**

### **(Part-time)**

<b>Department:</b>	Economic Development / Planning Department	<b>Pay Grade:</b>	\$7.25 per hour
<b>Reports To:</b>	Cultural Services Manager	<b>Exempt (Y/N):</b>	N
<b>Competitive (Y/N):</b>	N/A		

#### **SUMMARY:**

This is mainly clerical work in the operation of a park office under the supervision of the Cultural Services Manager. The incumbent must make camping reservations, collect park fees, explain rules and regulations to park visitors pertaining to park use, points of interest and park facilities in addition to some housekeeping duties. This position requires dealing directly with the general public, employees in this position must be capable of exercising tact and maintaining good public relations with park users under all circumstances.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Registers vehicles and persons coming into or through the park gate.
- Greets visitors, gives information pertaining to facilities available in Shepard State Park, such as: trails, weather conditions, fire conditions, camping and fishing areas, safety practices, and other park features in order to provide advice and other information when requested.
- Explains park rules and policies to visitors and reports problems to the appropriate authorities.
- Collects fees for the use of the park facilities from the public via telephone or in person.
- Records money collected and prepares reports to verify money received.
- Checks in campers and other visitors and ensures reservations are booked properly.
- Stocks shelves in the office with park brochures and other supplies as applicable.
- Performs general housekeeping duties in the park office.
- Performs other duties as assigned by the Cultural Services Manager.

#### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Ability to communicate effectively in English both orally and in writing.
- Ability to handle cash transactions, issue receipts and balance deposits.
- Ability to meet and deal with people tactfully and courteously.
- Ability to recognize emergencies and report them properly.
- Knowledge of basic clerical procedures, such as collecting fees, booking reservations, record-keeping and customer service.
- Ability to post entries from supporting documents to ledgers, journals and computer files; and make mathematical computations rapidly and accurately.
- Ability to communicate effectively orally, in person and/or by telephone.
- Basic knowledge of computer operations.
- Must be able to come to work promptly and regularly.
- Must maintain a valid Mississippi driver's license.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

Graduation from high school or equivalent.

**REQUIRED LICENSES AND CERTIFICATES:**

Must maintain a valid Mississippi driver's license.